



Transport
Parking Infrastructure
Hove Town Hall
Norton Road
Hove
BN3 3BQ

Date: 15 May 2019
Phone: (01273) 293518
e-mail: parking.infrastructure@brighton-hove.gov.uk

Dear Sir/Madam,

Application for Disabled Person's Parking Bay

I am writing with reference to your request for a Disabled Parking Bay.

Please complete the enclosed application form in full and return it to the above address. There is an £11 non-refundable administration charge for the application. Please make payment when returning the form either by cheque or postal order (payable to Brighton and Hove City Council) or by card on our website: <https://www.civicaepay.co.uk/BHCCEstore/estore/> search for 'disabled parking bay' and complete all fields. If you are paying by card please write you payment reference number on your application form. We are unable to accept cash.

Once your application has been received, the following steps will be carried out:-

- We will send you a letter to acknowledge receipt of your application.
- A site visit will be carried out to ensure the bay meets the Council's traffic management criteria.
- We will send you a letter advising whether or not your application meets our traffic criteria and if the disabled bay has been approved.

We will make every effort to process your application as quickly as possible. It may take up to six months to implement a disabled bay outside of a controlled parking zone; if you live within a controlled parking zone this can take up to a year.

At the moment, outside of controlled parking zones we initially provide **advisory disabled bays** as these are quicker to implement than legally enforceable disabled bays. These can be used by non-blue badge holders, but are normally well respected. The advisory disabled bay will be added to a traffic regulation order, which is the legal document required to make amendments to the public highway. We will endeavor to make the bay legally enforceable within a year from your application.

Yours sincerely

Parking Infrastructure

Telephone: 01273 290000
www.brighton-hove.gov.uk
Printed on recycled, chlorine-free paper

1) Applicant details

Full Name

Address

.....

Postcode Tel no

Are you a current Blue Badge Holder? Yes / No*

Blue Badge Serial number.....

Blue Badge expiry date

Payment reference.....

***In order to apply for a disabled bay, you need to have a valid Blue Badge. Please contact the Blue Badge Team on (01273) 296270 if you wish to apply for a Blue Badge.**

2) Vehicle details

Do you drive the vehicle yourself? Yes / No

If not, does another person in your household drive? Yes / No

What is their name and relationship to you?

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If no vehicle is registered at the property, we regret you do not qualify for a disabled bay.

What is the make and registration of the vehicle?

Make/model.....Registration.....

Please supply a photocopy of the Vehicle Registration Document, hire/lease agreement or proof of mobility car and the appropriate driving license/s.

3) Parking

Do you have off street parking facilities (i.e. a vehicle hardstand or a garage, (including in a nearby block)? Yes / No

Applicants must not have access to off street parking facilities. Where off street parking exists, applicants will be required to provide proof that this facility is not available for their use. This proof may take the form of, e.g. a Tenancy Agreement or Property Deeds.

Do you have a resident parking scheme in your road? Yes / No

If yes, please contact the parking team on 01273 296622 as resident permits are £15 to Blue Badge holders. This will not affect your application.

If successful we try to install the disabled bay as close to your property as possible, when locating a disabled bay we take into consideration road safety and traffic movement in the area.

Do you require wheelchair rear vehicle access? Yes / No

Do you intend to move property within the next six months?

Yes / No

If yes, please provide details.

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If you intend to move property in the next six months, we are unable to provide you with a bay at your current address. However we could start the process at the new property within our area.

Disabled Person's Parking Bay Application Form



4) Information

- Please note that you will not have the exclusive use of the bay. It will be available to anyone holding a Blue Badge and we are only able to allocate you one disabled bay per household.
- If you move property or no longer require the disabled parking bay, you must inform us in writing.
- If your application is approved, wherever possible we will arrange for an 'Advisory Bay' to be installed (unless it's in a controlled parking scheme) as soon as possible.
- In order to make an advisory bay legally enforceable, we need to advertise it on a Traffic Regulation Order which will enable us to enforce parking. This can take 12 months or longer.
- From time to time we survey the bays to see if they are still required.
- Once the Traffic Order is in place, any unauthorised use should be reported to NSL on 0345 603 5469 (select option 2).

5) Declaration

I certify that the information supplied is true and accurate.

Signed Date.....

Please note: Any person knowingly making a false statement for the purposes of obtaining a Disabled Parking Bay will result in the immediate withdrawal of the disabled bay and may also make them liable to prosecution.

Please note:

- Documents, where requested, must be photocopies and **not** originals.
- Please return this form, £11 non-refundable admin fee and supporting documents - Blue Badge serial number, Vehicle Registration document, hire/lease agreement or proof of mobility car, appropriate Driving Licence/s and any other supporting documents. We do not accept cash.

Without the above information, the application will be returned, which could delay the process.

Please return this form, £11 admin fee and your supporting documents to:

**Parking Infrastructure
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